

SUBODH PUBLIC SCHOOL, NEAR AIRPORT, SANGANER

DUTIES AND RESPONSIBILITIES FOR THE SESSION 2025 - 26

(w.e.f. JULY 2025)

For whole Organogram Council - Convenor - Chairperson, Principal - Secretary

S.N	DUTIES	NAME OF CONCERN	SIGN
1	Leadership and Management & Governance (Inclusive of Infrastructure)	Ms. Shalini Kapoor (Principal)	
		Mr. Avinash Jain (Vice Principal)	
		Mr. Meghraj Jain (Sr. Admin Officer)	
2	Scholastic Processes (Curriculum, Pedagogy & Assessment)	Mr. Avinash Jain (Academic I/c)	
		Dr. Sunita Nain (Academic)	
		Ms. Prachi Yadav (Examination)	
		Mr. Lokesh Yadav (Examination)	
		Ms Pooja Agnihotri (Examination)	
		Mr. Sanjay Elwin (IT Support)	
		Mr. Manoj Singh Taragi (ERP)	
		Mr. Rajesh K. Saini (Computer Opt.)	
3	Co-Scholastic Processes (Student Enrichment)	Ms. Priyenka Sharma (DSA I/c)	
		Ms. Manju Parihar (DSA IT Support)	
		Ms. Kuldeep Kaur (Sports Categ.)	
		Ms. Ritu Saini (Sports Categ.)	
		Ms. Swarna Jain (House & Club)	
		Dr. Preeti Bansal (House & Club)	
4	HRD (Training)	Ms. Prachi Yadav (Incharge)	
		Ms Pooja Agnihotri	
		Ms Pratibha Bhagwani	
		Mr. Sunil K. Shrimal	
5	Inclusive Practices	Ms. Pratibha Bhagwani (PGT Psychology)	
		Ms. Priyanshi Jain (Counsellor)	
		Mr. Anshul Khandelwal (Special Educator)	
		Ms. Akanksha Gautam (IX - X)	
		Ms. Kamini Jain (VI - VIII)	
		Ms. Shilpa Jain (III - V)	
Ms. Neetu Jain (Nur-II)			

6	Coordinators	Mr. Vijay Soni : XI - XII Science	
		Ms. Komal Rajesh: XI - XII Commerce	
		Ms. Akanksha Gautam: XI - XII Humanities	
		Ms. Ranu Saxena: IX - X	
		Ms. Khushboo Jain : IX - X	
		Ms. Reena Sharma: VI - VIII	
		Ms. Neerja Sharma: VI - VIII	
		Ms. Rakhi Joshi: III - V	
		Ms. Preeti Rastogi: III - V	
		Ms Preeta Sabu : Foundation HOD	
		Ms. Bijal Kothari : Nur - II	
		Ms. Meena Nehra : Nur - II	
7	Houses	<u>Prithvi House</u>	
		Ms. Kavita Sharma (CHM)	
		Ms Anshu Vyas	
		Ms. Nidhi Ajmera	
		Mr. Arvind Chhipa	
		<u>Jal House</u>	
		Ms. Madhu Soni (CHM)	
		Ms. Laxmi Jain	
		Ms. Madhu Nayak	
		Ms. Rita Sharma	
		Mr. Vijay Soni	
		<u>Agni House</u>	
		Ms. Preeti Yadav (CHM)	
		Ms. Ekta Pareek	
		Ms. Nidhi Dave	
Mr. Manish Sharma			

7	Houses	<u>Vayu House</u>	
		Ms. Azra Parveen (CHM)	
		Ms. Sweccha Yadav	
		Ms. Pratibha Bhagwani	
		Mr. Kishan Saini	
		<u>Akash House</u>	
		Ms. Kavita Vijay (CHM)	
		Mr. Satish Sharma	
		Ms. Nalini Negi	
		Ms. Preeti Rastogi	
8	Clubs	<u>Health & Wellness Club</u>	
		Ms. Kriti Yadav(I/C)	
		Ms. Mamta Sharma	
		Ms. Ranu Saxena	
		Ms. Trishla Jain	
		<u>Human Rights Club</u>	
		Mr. N.K Swarnkar(I/C)	
		Ms. Akanksha Gautam	
		Ms. Sangeeta Mathur	
		Ms. Neelam Bhamota	
		<u>Financial Literacy Club</u>	
		Ms. Vandana Jain(I/C)	
		Ms. Komal Rajesh	
		Ms. Khushboo Jain	
		Mr. Rohit Patni	
		<u>Expressions Club</u>	
		Ms. Kamini Jain (I/C)	
		Ms. Akshita Sharma	
Ms. Laxmi Kumawat			
Ms. Nalini Negi			

8	Clubs	<u>IT Club</u>	
		Ms. Dimple Jain(I/C)	
		Ms. Manju Parihar	
		Mr. Sanjay Elwin	
		Mr. Manoj Singh Taragi	
		<u>ECO Club</u>	
		Ms Vasudatta Sabal (I/c)	
		Ms Shilpa Jain	
		Ms Teesha Upadhyay	
		Mr. Pradeep K. Lodha	
		<u>Cocomelon Club</u>	
		Ms. Neetu Jain(I/C)	
		Ms. Nisha Pandey	
		Ms. Bijal N. Kothari	
		Ms. Sunita Rawat	
		Ms. Meena Nehra	
		Ms. Ruchi Sethi	
		Ms. Dhaara Sharma	
		Ms. Vineeta Chauhan	
		Ms. Neha Shah	
9	School Innovation Council & ATL	Ms. Mamta Sharma (Incharge)	
		Mr. Rajesh Jain (Science)	
		Ms. Nidhi Mishra (Technology)	
		Ms. Pragati Kaushik (Skill & Development)	
		Mr. Pradeep Kumar Lodha (Science)	
		Mr. Vijay Kumar Soni (Mathematics)	
		Mr. Manoj Singh Taragi (Technology)	
		Mr. Akshay Sharma	
		Mr. Sunil K. Shrimal	

10	Discipline & Transport Team	Ms. Pragati Kaushik (Incharge-Discipline)	
		Ms. Mamta Sharma (Incharge-Discipline)	
		Mr. Nand Kishor Swarnkar (I/c Transport)	
		Mr. Avinash Jain (Supervision-VP)	
		Mr. Meghraj Jain (Supervision-SAO)	
		Ms Shilpi Sharma	
		Ms Nidhi Mishra	
		Ms Komal Rajesh	
		Ms. Swarna Jain	
		Mr. Rajesh Jain	
		Mr. Geo Verghese	
		Ms. Khushboo Jain	
		Mr. Arvind Chhipa	
		Ms Madhu Soni	
		Mr. Satish Sharma	
		Mr. Rohit Patni	
		Ms Sweccha Yadav	
		Ms Kavita Vijay	
		Ms Vasudatta Sabal	
		Ms Laxmi Kumawat	
		Mr. Dimple Jain	
		Ms Azra Praveen	
		Ms Anshu Vyas	
		Mr. Amit Singh	
		Ms Jayshree Sharma	
		Mr. Vijay K. Soni	
		Ms Neetu Jain	
		Ms. Sheetal Jain	
		Dr. Chitralekha Sharma	
		Ms Nidhi Ajmera	
Mr. Navneet K. Sharma			
Mr. Rakesh Kr. Jain			
Mr. Manish Sharma			

10	Discipline & Transport Team	Mr. Chetan Prakash Vergi	
		Mr. Dilip Panwar	
		Mr. Akshay Sharma	
		Mr. Kishan Saini	
		Mr. Praveen Kumawat	
		Mr. Sanjeev Kumawat	
		Mr. Jitesh Jain	
		Mr. Manoj Taragi	
		Ms Sarita Jain	
		Mr. K. K. Mishra	
11	School Magazine & Editorial Team	Dr. Sunita Nain	
		Ms Prieyanka Sharma	
		Ms Akshita Sharma	
		Ms. Manju Parihar	
		Ms Preeti Yadav	
		Ms. Kavita Vijay	
		Ms. Laxmi Jain	
		Ms Laxmi Kumawat	
		Ms Rakhi Shukla	
		Mr. Sanjay Elwin	
12	Time Table	Mr. Avinash Jain (VP)	
		Mr. Meghraj Jain (SAO)	
		Mr. Lokesh Yadav	
		Ms Preeta Sabu	
13	Substitutions/ Arrangements	Ms Laxmi Jain	
		Ms Dimple Jain	
		Ms Trishla Jain	
14	Class Attendance Registers Checking	Mr. Akshay Sharma (Nur-II)	
		Ms. Kishan Saini (III - V)	
		Ms. Laxmi Kumawat (VI - VIII)	
		Mr. Jitesh Jain (IX-X)	
		Mr. Manish Sharma (XI - XII)	

15	Teacher's Diary Checking	Principal Mam (Domain Heads)	
		Mr. Avinash Jain (Commerce XI - XII)	
		Ms. Ritu Saini (English/French: III - XII)	
		Ms. Madhu Soni (Hindi/Sanskrit : III - X)	
		Ms. Kuldeep Kaur (Mathematics: III - XII)	
		Ms. Prachi Yadav (Science: III - XII)	
		Ms. Nidhi Mishra (Computer : III - X)	
		Ms. Priyenka Sharma (Multi-skilled, S.St-III to XII)	
		Ms. Shilpi Sharma (Nur-II)	
		Mr. Geo Varghese (Sports All)	
16	Squaa Accrediation Work & Students' Diary/ Notebook Checking	Ms. Shilpi Sharma	
17	School ERP & Website Updation	Ms Nidhi Mishra (Incharge)	
		Mr. Manoj Singh Taragi (Operations)	
		Mr. Sanjay Elwin(Operations)	
		Mr. Rajesh Saini (EMIS)	
		Mr. Gagan Jain (Fee & Students)	
		Mr. Akash Jain (Accounts)	
		Mr. Navneet K. Sharma (Library)	
18	Infrastructure & Technical Assistance	Mr. Avinash Jain (VP)	
		Mr. Meghraj Jain (SAO)	
		Mr. Jitesh Jain (Smart Board & Hardware)	
		Mr. Kishan Saini (Smart Board & Hardware)	
		Mr. Manoj Singh Taragi	
		School Nodal Officer	
		Mr. Kamal K. Mishra	
19	First - Aid	Dr. Preeti Bansal	
		Mr. Ashish Sharma (Nursing Asst.)	
		Ms. Vasudatta Sabal (During Assembly)	
		Mr. Nand K. Swarnkar (Emergency Help)	
		Ms. Jayshree Sharma (During Assembly)	
		Mr. Akshay Sharma (During Assembly)	

20	Beneficiary Satisfaction (Guest Relation) Media, Photography & Events Reports	Ms. Vasudatta Sabal	
		Ms. Preeti Yadav	
		Mr. Sanjay Elwin	
		Ms Akshita Sharma (English Report)	
		Ms Anshu Vyas (English Report)	
		Ms Rakhi Shukhla (Hindi Report)	
		Ms. Ekta Pareek (Hindi Report)	
21	N. C. C. & other troops	Mr. Avinash Jain (NCC)	
		Ms. Mamta Sharma (NCC)	
		Mr. N. K. Swarnkar (Scout)	
		Mr. Manoj Singh Taragi (Scout)	
		Ms. Kavita Vijay (Guides)	
		Ms. Laxmi Jain (Guides)	
		Mr. Rohit Patni (Cubs)	
		Ms. Laxmi Kumawat (Bulbul)	
22	Student Scholarship/ Rebate Committee	Mr. Avinash Jain	
		Ms Sarita Jain	
		Mr. Vijay Soni	
		Ms Khushboo Jain	
		Ms Reena Sharma	
		Ms Rakhi Joshi	
		Ms Bijal Kothari	
23	Tour/ Picnic Committee	Ms Priyenka Sharma (DSA)	
		Ms Preeti Yadav (CHM)	
		Mr. Meghraj Jain (SAO)	
		Ms Kavita Sharma (CHM)	
		Ms Madhu Soni (CHM)	
		Ms Kavita Vijay (CHM)	
		Ms Azra Praveen (CHM)	
		Mr. Manoj Singh Taragi	

24	Admission Committee	Ms Pragati Kaushik (Coordinator)	
		Ms Pratibha Bhagwani (Member)	
		Ms Priyanshi Jain (Member)	
		Mr. Anshul Khandelwal (Member)	
		Ms Vasudatta Sabal (Member)	
		Ms. Sarita Jain (Member)	
		Ms Trishla Jain (Member)	
		Ms Aarti Jangid (Inquiry)	
		Mr. Gagan Jain (Fee & Files)	
		Mr. Rajesh Saini (ERP)	
25	Staff Room Incharges	Ms. Bijal Kothari (Nur - II): Room No. 105	
		Ms. Rakhi Joshi (III - V): Room No. 314	
		Ms. Reena Sharma (VI-VIII): Room No. 413	
		Ms Khushboo Jain (IX-X): Room No. 311	
		Ms. Komal Rajesh (XI - XII): Room No. 414	

Shalini Kapoor
 (SHALINI KAPOOR)
 PRINCIPAL

Veena
 (VEENA JAMAD)
 CONVENER

